

**INTERAGENCY AGREEMENT  
BETWEEN  
THE WASHINGTON STATE  
OFFICE OF FINANCIAL MANAGEMENT  
AND  
DEPARTMENT OF PRINTING**

**PARTIES TO THE AGREEMENT**

This Interagency Agreement is made and entered into by and between the Office of Financial Management, hereinafter referred to as "OFM", and the Department of Printing, hereinafter referred to as "PRT", pursuant to the authority granted by Chapter 39.34 RCW.

**PURPOSE**

The purpose of this Agreement is to describe the roles and responsibilities related to the analysis of the state's printing processes as required in Chapter 37, Laws of 2010 1<sup>st</sup> Special Session (ESSB 6444, section 710).

**PERIOD OF PERFORMANCE**

This Agreement shall become effective on May 17, 2010, or date of execution whichever is later, and will expire on July 15, 2013, unless terminated sooner or extended as provided herein.

**STATEMENT OF WORK**

According to ESSB 6444, section 710, the Office of Financial Management, with the assistance of the Department of Information Services (DIS) and the PRT, shall conduct an analysis of the state's printing processes to identify the most reasonable strategies of attaining a statewide savings target of \$1,500,000 without affecting direct program activities. The strategies shall include, but not be limited to, standardizing envelopes, utilizing print management, and streamlining processes. The strategies shall also include, on the approval of OFM, pilot projects to authorize state agencies and institutions to directly acquire printing services.

The PRT shall:

- Identify state agencies to participate in the analysis
- Work with the identified state agencies to target savings without affecting direct program activities
- Write a report of the analysis and recommendations to achieve the target of \$1,500,000 savings. The report shall identify savings by agency and fund that will result from the implementation of a strategic printing strategy.
  - Draft report is due to OFM Program Manager by June 16, 2010
  - Final report is due to OFM Program Manager by June 30, 2010
- Manage the pilot projects identified in the report

The OFM shall:

- Work with the PRT and identified state agencies to target savings without affecting direct program activities.
- Provide comments on the draft report by June 23, 2010.
- Provide the final report to appropriate legislative committees by July 1, 2010.

Participation in this agreement is not meant to modify or replace the existing Memo of Understanding (MOU) between the PRT, DIS and the Department of General Administration dated October 30, 2009 related to Managed Print Services. Nor is this agreement meant to modify or replace any other existing MOUs related to Managed Print Services. The parties to that agreement are considered advisory to the effort under this Interagency Agreement.

#### **COMPENSATION**

This is a non-financial agreement. Neither party shall pay for the services performed by the other party.

#### **MANAGEMENT**

The Program Manager for each of the parties shall be responsible for and shall be the contact person for all communications regarding the performance of this Agreement.

The Program Manager for OFM is Ryan Black, PO Box 43113, Olympia, WA 98504-3113; Phone: 360-902-0417 e-mail: [ryan.black@ofm.wa.gov](mailto:ryan.black@ofm.wa.gov)

The Program Manager for PRT is Michael McKinlay; Phone: 360-570-5051; email: [mikem@prt.wa.gov](mailto:mikem@prt.wa.gov)

#### **DISPUTES**

Disputes arising under this Agreement shall be resolved by a panel consisting of one representative from OFM, one representative from PRT, and a mutually agreed upon third party. The dispute panel shall thereafter decide the dispute with the majority prevailing.

#### **TERMINATION**

Either party may terminate this Agreement upon thirty (30) days written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

#### **AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

This Agreement may be changed, modified, or amended by written agreement executed by both parties.

#### **EXECUTION**

We, the undersigned, agree to the terms of the foregoing Agreement.

#### **DEPARTMENT OF PRINTING**

SIGNATURE

CONTRACT SPECIALIST SENIOR

TITLE

JUNE 16, 2010

DATE

#### **OFFICE OF FINANCIAL MANAGEMENT**

REBECCA RILEY, CONTRACT SERVICES MANAGER

DATE